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STUDENTS' HAND-BOOK

Mary Stuart Cocke

HOLLINS COLLEGE

HOLLINS, VA.

1919-1920

MASTER

STUDENTS' HAND-BOOK

HOLLINS COLLEGE

Hollins, Virginia

1919-'20

WATCHWORD—"Not by might nor by power, but by my spirit, saith the Lord of Hosts"

THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION

PURPOSE

The purpose of this Association shall be to unite the students in common loyalty to Jesus Christ, to lead them to accept him as their personal Savior, to build them up in the knowledge of Christ thru Bible study and Christian service, and to enlist co-operation with Christian churches and with other religious work in the College.

OFFICERS 1919-1920

HELEN HARDWICKE.....*President*
VIRGINIA LEE COX.....*Vice President*
EMILY PENICK.....*Secretary*
MARY BULLINGTON.....*Treasurer*

THE CABINET AND COMMITTEE WORK

The Cabinet is essentially the Executive Committee of the Association. Its personnel consists of the president, vice president, secretary, treasurer, and the heads of the departments.

The Cabinet Commission consists of the cabinet and chairmen of sub-committees.

The Cabinet represents every department of Association activity, and meets once a week. The Cabinet Commission meets once a month. It has the responsibility of initiating and carrying out the plans for the developing and strengthening of the Christian activities of the College and the spiritual life of every young woman student.

I. THE MEMBERSHIP DEPARTMENT

VIRGINIA LEE COX, *Chairman*

This department edits the Handbook, presents the purpose, manages the membership campaign, and endeavors to develop the membership into an efficient working force.

Sub-Committees:

(a) Freshman Commission
Louise Gemmell

(b) Conference Representation
Constance Echols

II. THE RELIGIOUS MEETINGS DEPARTMENT

EDNA HADAWAY, *Chairman*

This department arranges for all regular and special services, thru the following sub-committees:

(a) Program.....Edna Hadaway
(b) Music.....Marion Howe

(c) Poster.....Kathleen Collier
(d) Room.....Marion Portlock
(e) Morning Watch.....Sarah Hunter

III. THE WORLD FELLOWSHIP DEPARTMENT

ELAINE SAUVAGE, *Chairman*

Thru special meetings, mission study classes, and general education, this department promotes a spirit of world fellowship thruout the College.

Sub-Committees:

(a) Program Committee
Rae Johnson

(b) Financial Committee
Jennie Allyn Pratt

(c) Bulletin Committee
Katherine Crawley

(d) Secretary
Hazel Lanier

IV. THE PUBLICITY DEPARTMENT

INEZ DUKE, *Chairman*

This department presents to the Association information collected in regard to the World, American, and State Association work, and other Religious and Philanthropic movements.

Sub-Committee:

Library and Publications
Helen Ridenour

V. THE COMMUNITY SERVICE DEPARTMENT

VIRGINIA GLOVER, *Chairman*

This department strives, thru activities of friendliness and unselfishness, in the College and in the community, to put the principles of Christ into practice.

Sub-Committees:

(a) Leadership — Elizabeth Lineberger

(b) Community Work — Gertrude Clare

VI. THE SOCIAL DEPARTMENT

ELIZABETH WITT, *Chairman*

This department aims, by social gatherings and the setting of high social standards, to create a wholesome social atmosphere, which shall permeate the whole student-body.

Sub-Committees:

(a) Social Standards — Elizabeth Witt

(b) Social Entertainments — Margaret Cole

VII. THE FINANCE DEPARTMENT

MIRIAM MCCLAMMY, *Chairman*

This department collects the membership fees, prepares a budget of estimated expenses

for the year, devises plans for raising special funds, and encourages systematic giving.

Y. W. C. A. ACTIVITIES

Weekly Meetings—Sunday at 2:00 P. M., in the Chapel.

Morning Watch—Every Wednesday and Friday morning at the first triangle before breakfast, in the Y. W. C. A. room. In the springtime this service is held out on the Bridge.

Annual Opening Reception.

Christmas Entertainment.

Christmas "Box" Party—An evening of packing boxes for the poor in the vicinity of the College.

Weekly teas in the Y. W. C. A. rooms, for the purpose of getting acquainted.

Weekly children's play hour at Enon Baptist Church.

Kellar dances.

BLUE RIDGE CONFERENCE

Every year, early in June, a Y. W. C. A. Conference is held at Blue Ridge, N. C. Blue Ridge is a beautiful place, in the heart of the Blue Ridge Mountains, about eighteen miles from Asheville, N. C. Here southern students gather for ten glorious days of valuable instruction and wholesome good times.

This Conference is conducted by well-known Association workers and other Christian

leaders. Intercourse with them is a source of great help and inspiration, not only for Y. W. C. A. work, but in one's own personal life.

Hollins has now a lovely cottage with Virginia Medical College, beautifully located on the side of the mountain. The Hollins girls use it during the Y. W. C. A. Conference, and the Virginia Medical College boys during the Y. M. C. A. Conference following.

Last year the following girls attended this Y. W. C. A. Conference at Blue Ridge: Helen Hardwicke, Gertrud Rath, Mary Bullington, Virginia Lee Cox, Elaine Sauvage, Doris Peeples, Bernice Green, Jo Andrews, Ethel Russell, Virginia Glover, Iris Jarrell, Betty Witt, and Edna Hadaway.

What are you going to get from Hollins?

What are you going to give in return?

WHY YOU SHOULD BELONG TO THE Y. W. C. A.

(1) The Association is the only religious organization in College, and as such should have the support of every Christian student.

(2) The Association brings you into close fellowship with the other students.

(3) It will deepen you own spiritual life, and will afford you good training in Christian work.

(4) It will present to you the deeper, truer meaning of Christianity.

(5) The Association cannot be a success without the co-operation of all Christian girls.

The Hollins Young Women's Christian Association needs *you*.

How You Can Help The Association

(1) By attending Morning Watch and all regular meetings.

(2) By joining the Mission and Bible Study Classes.

(3) By prayer at all times.

(4) By being ever enthusiastic in all Y. W. C. A. work, and never discouraging a would-be worker by even so much as a glance.

"Whoever we are, we need to be loved; and friendship exacts a return."

You are cordially invited to

attend the

Annual Reception

given by the

Young Women's Christian Association

in the

"Kellar"

on Saturday evening

September the twentieth

nineteen hundred and nineteen

THE STUDENT GOVERNMENT ASSOCIATION

This Association is composed of all College students, and purposes to develop an efficient system of self-government among them in matters relating to the conduct of the students individually and in relation to other students. Annual fee, one dollar.

Officers

SUE BUCKNER ..... *President*
MARGARET COX ..... *Vice President*
SARA REDWINE ..... *Secretary*
JO ANDREWS ..... *Treasurer*

Executive Council

1920	1921
VIRGINIA GLOVER	EDNA HADAWAY
MILDRED BAUERSFELD	KATHERINE CRAWLEY
KATHERINE DAVIS	VIRGINIA LEE COX

1922

LOUISE GEMMELL
SARA REDWINE

House Presidents

West ..... Julia Morrow Church
East ..... Margaret Allen
Main ..... Mary Lee Keister

Fire Chief

Mary Noble Smith

PUBLICATIONS

The "*Spinster*" is published annually by the student-body.

Staff

INEZ DUKE.....*Editor-in-Chief*

LOUISE GEMMELL.....
GERTRUDE HAUSER.....
MARGARET ALLEN.....
IDA MANEY WEBB.....
Associate Editors

GERTRUD RATH.....
KATHERINE BURRUS....
Art Editors

ELIZABETH BUXTON.....*Business Manager*
KATHERINE CRAWLEY..*Asst. Business Manager*

The "*Hollins Magazine*" is published monthly by the student body.

Staff

LUCILE GRIMM.....*Editor-in-Chief*

ELAINE SAUVAGE.....
FELICIA TAYLOR.....
BERTHA GARNETT WILCOX...
JULIA MORROW CHURCH....
ELIZABETH HODGES.....
LYNETTE JETER.....
ELIZABETH WITT.....
ANNA JOHNSON.....
Associate Editors

KATHLEEN KELLY.....*Business Manager*
BESS JEFFREYS.....*Asst. Business Manager*

THE ATHLETIC ASSOCIATION

This Association has management of the Thanksgiving Basket-Ball game and Banquet,

of the annual field meet, and tennis tournament. It keeps the tennis courts, basket-ball and hockey fields in good condition, and provides necessary accessories for these sports, with the exception of tennis racquets. Every student is expected to join. Annual fee, one dollar.

Officers

KATHERINE DAVIS.....*President*
MARY KATHERINE AULICK.....*Vice President*
MARY GWYN.....*Secretary and Treasurer*
MISS ETHEL GROSSCUP
Coach and Faculty Advisor

FRATERNITIES

The following National Fraternities have chapters at Hollins College:

Pi Beta Phi — Gamma Phi Beta
Delta Delta Delta — Kappa Delta
Phi Mu

and also the local chapter Beta Kappa.

HELPFUL HINTS

(1) Never be late for anything.

(2) Do not fail to bring your catalog with you.

(3) From the very first, take an interest in everything. You'll soon love Hollins, and Hollins will love you.

(4) If you play tennis, bring your racquet; and if you love basket-ball be sure to try for one of the teams.

(5) Bring only plain dresser and table covers. Fancy ones wear out.

(6) Bring hammer, scissors, tape measure, and a knife.

(7) Bring any pictures, pennants, or pillows that you may have, to make your room look cheerful.

(8) Bring walking togs!

(9) Bring two laundry bags—one for your room, and one for the washerwoman.

(10) Learn the Hollins songs.

(11) Don't forget your Bible; you'll need it every day.

(12.) Mrs. Low Standard and her children, Gossip, Irreverence, Selfishness, Snobbishness, and B. Blasé, have been exiled from Hollins. *Don't bring any of these with you.*

DAILY SCHEDULE

6:45—Rising Bell.
7:15—First Triangle before breakfast.
7:30—Breakfast.
8:10 to 1:00—Classes.
1:00—First Triangle for Lunch.
1:15—Lunch.
2:00 to 4:00—Classes.
4:00 to 6:00—Recreation.
5:45—First Triangle for dinner.
6:00—Dinner.
7:00—Chapel.
7:00 to 10:30—Study Hour.
10:30—Lights Out.

HOLLINS SONGS

The Green and the Gold

Words by Phoebe Hunter, 1909
Music by Alma McConihay, 1910

I

O fair maiden Spring, what hue will you bring
To our cause from your own sunny sheen?
You have brought for your part the hue nearest your heart,
And spread Hollins' hillsides with green.
And you, frosty Fall, the most brilliant of all,
What color for us do you hold?
You have laid your fair hand with its torch on our land,
And set our trees flaming with gold.

II

The Green and the Gold, we have loved it of old,
And to it we will ever be true,
For the memory will last of the days that are past,
And linger, dear Hollins, with you.
For life, when we're young, is a song that is sung,
And must pass as a tale that is told,
But honor and praise, to the end of our days,
We will render the Green and the Gold.

III

And still at the thought of the good she has wrought,
Each heart must with gratitude thrill—
So to Hollins we'll sing till the mountainsides ring,
Our jewel of woodland and hill.
There are true, loyal friends that our college life lends,
And treasures of life manifold,
And may kind Fortune bless with eternal success
Our Hollins, the Green and the Gold.

IN 1842

Oh, Hollins people, listen here,
A song I'll sing to you,
Of what occurred at this dear place
In eighteen forty-two-two-two-two.

CHORUS

Sing, sisters, sing! sisters sing!
And let old Hollins ring, ring, ring.

As Mr. Cocke was passing by,
Said "I'll tell you what I'll do.
I'll start a school at this dear place
For boys and girls like you-you-you-you."

So many came the first school year
Real boys, and not a few;
But this, dear girls, remember, was
In eighteen forty-two-two-two-two.

Soon Mr. Cocke real worried got,
And saw this wouldn't do;
So "Boys," he said, "you stay away;
Girls, I'll run this school for you-you-you-you."

So many years we've come on here
Our hearts are always true
To ideals made and given to us
In eighteen forty-two-two-two-two.

H-o-l-l-i-n-s, Hollins, rah!
Our Hollins College, we'll sing to you,
Pride of Virginia's land.
We love you, yes we do, dear Hollins,
Long may we cherish thee, love and adore,
Sing, praise and honor, forevermore.

I've got a five-pound box of candy,
And it certainly is dandy.
Boom Dee Dee; Yum Boom Bay!
Ever since I got that five-pound box
Each friend of mine comes 'round,
And on my door she knocks.

"Won't you lend me—a tie?" she'll sweetly say.
Boom Dee Dee; Yum Boom;
Boom Dee Dee; Yum Boom;
Boom, Boom, Boom, Boom, Bay!

I began with a lot of money,
And it certainly is funny
Where that money goes!
I lost some in Roanoke, I suppose;
A little went for food,
And possibly for clothes,
But the rest has vanished, who knows—
Where that money—Gee, it's funny!
Where that money goes!

Oh, see those girls of Hollins
A-standing in the line,
And all of them are little friends of mine.
They know just how to work there,
They know just how to play—
Oh, Hollins girls, we cheer you every time!

CHORUS

Now, Sweet Briar's not slow,
Randolph-Macon's on the go,
West Hampton's mighty, mighty fine;
But give us, oh, give us, oh how I wish you would,
Our dear old Hollins College every time!

HOLLINS YOU'RE THE PLACE FOR ME

Words by Elaine Sauvage

Hollins, Hollins, you're the place for me.
I'd get tired of such frivolity
For all my college years are very short, I know
And when I leave them I will surely want to go
Right back to—
Hollins, Hollins, oh! We all love you
Just like those in 1842.
It may not be like Paradise
But gee! we think it's mighty nice
To be here
In Hollins Land.

CONSTITUTION AND BY-LAWS

STUDENT GOVERNMENT ASSOCIATION

Hollins College

1919-'20

Hollins, Virginia

CONSTITUTION

Whereas, we, the students of Hollins College, desire to assume some responsibility in the management of our affairs, and thus to develop the principles of honor and self-reliance, we do hereby, in accordance with an agreement between the Faculty and Students, organize ourselves into an Association.

ARTICLE 1

Name

This organization shall be called the Student Government Association of Hollins College.

ARTICLE 2

Purpose

The object of this organization shall be to represent and to further the best interests of the Student Body, to secure co-operation between the different student organizations, and to promote responsibility, self-control and loyalty in the Student Body.

ARTICLE 3

Membership

Section 1. All students registered in the College Department shall, of necessity, be members of the Student Government Association.

Sec. 2. Two-thirds of the members of the Association shall constitute a quorum.

Sec. 3. Annual dues of the Association shall be one dollar. ($1.00).

ARTICLE 4

Legislative Department

The legislative power shall be vested in the Student Government Association as a whole.

ARTICLE 5

Executive Department

Section 1. The officers of the Association, elected for one (1) year, shall be: a President, elected from the incoming Senior Class; a Vice President, elected from the incoming Senior Class; a Treasurer, elected from the incoming Junior Class; and a Secretary, elected from the incoming Sophomore Class.

Sec. 2. **Duties of Officers:**

(a) *The Duties of the President shall be:*

(1) To preside over all meetings of the Executive Council, joint meetings of the Executive Council and the Faculty Advisory Board, when expedient, and meetings of the Student Government Association.

(2) To appoint all committees, the Recorder of the Point System, the Secretary of the Executive Council, and the President pro tem, when necessary.

(3) To make quarterly and annual reports to the Student Government Association.

(b) *The duties of the Vice President shall be:*

(1) To perform the duties of the President in the absence or at the request of the President.

(c) *The duties of the Secretary shall be:*

(1) To keep record of all the proceedings of the Association.

(2) To keep a list of the members of the Association.

(3) To prepare and read the minutes of each meeting.

(d) *The duties of the Treasurer shall be:*

(1) To collect all dues and fines.

(2) To expend same, subject to approval by the President.

(3) To submit her books to the Auditing Committee by December 1st, March 1st, and June 1st.

Sec. 3. The executive power shall be vested in an Executive Council, wnich shall consist of the President and Vice President of the Student Government Association, three (3) members from the Senior Class, three (3) members from the Junior Class, two (2) members from the Sophomore Class and two (2) members from the Freshman Class.

(a) Class representatives on this Council shall be elected by their respective classes, for the term of one (1) year, these elections to take place by the first of May preceding their term of

office, except for the Freshmen representatives, who shall be elected between December 1st and 10th.

(b) The duties of the Executive Council shall be to act on all matters not provided for by the Association.

(c) The meetings of the Council shall be held weekly. A simple majority of those present shall decide all questions.

(d) The members of this Council shall be recognized as proctors or monitors at any time and any place.

Sec. 4. **Elections:**

(a) Nominations shall be made through the Nominating Committee and passed by the Faculty Advisory Board.

(b) Elections shall be carried by a simple majority.

(c) In case of a tie in elections, when there have been three nominations, the vote shall be taken again on the two successful candidates, but when only two nominations have been made, the tie shall be decided by lot.

(d) All ballots must be signed.

(e) There shall be no voting by proxy.

(f) In case of a vacancy in any office, this office shall be filled immediately by appointment.

ARTICLE 6

Judicial Department

Section 1. The judicial power shall be vested in the Association as a whole, which shall con-

stitute a Court of Appeal from the decision of the Executive Council.

Sec. 2. The Association shall vote on any interpretation made by the Executive Council, provided a written petition signed by twenty-five members of the Association be presented to the Executive Council.

ARTICLE 7

Advisory Board

There shall be an Advisory Board composed of members of the Faculty, appointed by the President of the College.

ARTICLE 8

Meetings

Section 1. There shall be two regular meetings of the Association:

(a) The first meeting, at which the Constitution, By-Laws and Regulations of the Student Government Association shall be read, shall be held as early in the College year as the President may deem wise.

(b) The second meeting shall be held not later than the third Monday in April. The object of this meeting shall be to elect the President, Secretary, and Treasurer of the Student Government Association for the ensuing year.

Sec. 2. The President shall call a meeting of the entire Student Body not later than the first

of May, for the purpose of electing for the following year:

(a) Officers for the *Spinster;* namely, Editor-in-Chief, Assistant Business Manager, Staff Members.

(b) Officers of the *Magazine;* i. e., Editor-in-Chief, Assistant Business Manager, and Staff Members.

Sec. 3. Additional meetings of the Association may be called by the President at any time, or upon written request of five (5) members.

(a) Two (2) days previous to any meeting of the Association, a notice of said meeting shall be posted on the Students' bulletin boards in all the halls, and, twenty-four (24) hours previous to the meeting, a complete list of subjects to be discussed shall be likewise posted, and no subject be acted on in said meeting that has not been mentioned in said list. In cases requiring immediate or private action, this regulation may be set aside by the President.

Sec. 4. A fine of twenty-five (25) cents shall be imposed upon any member failing to attend any meetings of the Association without valid excuse.

ARTICLE 9

Committees

Section 1. (a) There shall be an Auditing Committee to inquire into and report on the financial standing of the Young Womens' Christian Association, *Spinster*, *Magazine*, Athlet-

ic Association, Euzelian and Euepian Literary Societies, Student Government Association, Freshman, Sophomore, Junior and Senior Classes.

(b) The duties of the Auditing Committee shall be to audit the Treasurers' books of these organizations by December 1st, March 1st, and June 1st.

Sec. 2. (a) The Executive Council shall appoint not later than December 1st, a Nominating Committee composed of a Chairman from the Senior Class, two (2) members from the Senior Class, two (2) members from the Junior Class two (2) members from the Sophomore Class and two (2) members from the Freshman Class.

(b) *It shall be the duties of the Committee:*

(1) To receive recommendation for nominations for officers of Student Government Association, of the *Spinster*, of the Athletic Association, of the *Magazine;* to draw up a ticket which shall be voted upon by the Association.

Sec. 3. There shall be a Recorder of Census, whose duty it shall be to keep a permanent and complete record of offices and their values, as held by members of the Association, and the Punishments and Penalties received by the members of the Association.

ARTICLE 10

Amendments

Any amendment to this Constitution shall be presented in writing to the President of the Stu-

dent Government Association, and shall lie upon the table one (1) week before being passed upon. A two-thirds (⅔) majority vote of all the members shall be required for its adoption.

ARTICLE 11

The Student Government Association recognizes the President and Faculty as final authority on executive and legislative matters.

BY-LAWS

(1) Each student shall sign a card, pledging herself to loyally support the Constitution, By-Laws and Regulations of the Student Government Association and to honesty in academic work. That is, giving or receiving aid on examinations, by notebooks or otherwise, and in a classroom, and the wilful violations of College rules, are in direct violation of the said standard of honor and shall be dealt with accordingly by the proper authorities.

(2) The following shall constitute the quarters of the Student Government Association:

First Quarter—From opening of College to November 20th.

Second Quarter—From November 20th to February 1st.

Third Quarter—From February 1st to April 1st.

Fourth Quarter—From April 1st through Commencement.

(3) **House Presidents:**

(a) *There shall be one House President for each Dormitory.*

(b) *The House Presidents shall be elected by the Student Body to hold office for one year.*

(c) *The duties of the House President shall be:*

(1) The giving of permission to spend the night in another student's room.

(2) General authority over Proctors.

(3) The assisting of Proctors when necessary.

(4) The receiving of weekly reports from Proctors, which, with her own weekly report, she shall present to the Executive Council at each regular meeting.

(5) The attendance each month at one (1) regular weekly meeting of the Executive Council.

(4) **Proctors:**

(a) *There shall be not less than two, and not more than four, Proctors for each dormitory hall.*

(b) These Proctors shall be nominated by the Executive Council and elected by members of their respective districts at meetings to be called by the House President of each hall at the beginning of each quarter.

(c) *Proctors shall hold office for one quarter.*

(d) *The duties of the Proctors shall be:*

(1) To maintain quiet and order in the dormitories during study and quiet hours.

(2) To report warnings and call-downs each day to the House President.

(3) To remain on the hall between 10:20 and 10:30 in the evening.

(4) There shall be one (1) Proctor in each district during evening study hours.

(5) **Call-Downs and Warnings:**

(a) *Call-downs are warranted by the following offenses:*

(1) The penalty for thirteen (13) tardy marks in the dining room, per quarter, shall be one (1) call-down. For each additional five (5) tardy marks the penalty shall be one (1) call-down.

(2) For each report by the matron of an untidy room the penalty shall be one (1) call-down for the offending occupant or occupants of the room.

(3) For each unexcused absence from music practice, the penalty shall be one (1) call-down.

(4) The penalty for each offense of being absent from the campus, unchaperoned, except in prescribed hours, shall be two (2) call-downs.

(5) The penalty for not returning to campus within the prescribed time shall be one (1) call-down.

(6) The penalty for leaving campus without signing up shall be one (1) call-down.

(7) The penalty for cutting chapel shall be two (2) call-downs.

(8) The penalty for walking on the campus after chapel shall be one (1) call-down.

(9) Call-downs shall be given for noise, misbehavior in chapel, at concerts, lectures, etc.

(10) Failure to sign spend-the-night book shall be one (1) call-down.

(11) Every offense, except the first in a quarter, of not signing the spend-the-night book within specified time shall be a call-down.

(b) *Warnings* shall be given for leaving up "Study" signs when not in use; for first offense in a quarter of not signing spend-the-night book within specified time; for minor offenses in noise; for late Proctor reports; for each late arrival to or early departure from music practice.

(c) *Three warnings shall constitute one call-down.*

(d) The *fifth* call-down incurred within a quarter will cause the penalty of restriction to be inflicted.

(6) **Penalties:**

(a) *Restriction* for five (5) call-downs per quarter shall consist of the following regulations:

(1) The period of restriction shall last three (3) weeks.

(2) The restricted student during this period shall not leave the campus.

(3) During this period she shall not appear at any social gatherings; that is, she shall not attend Fraternity, Class or Club Meetings; she shall not go to the Kellar, Gymnasium, Drawing-Room, Entre-Salle; nor to any dance, party, play; nor assemblage for readings or music.

(b) For the *sixth* call-down in a quarter the offender shall, at the discretion of the Council, be reprimanded by the President of the Association.

(c) For the *sixth* call-down and for each additional call-down received *in a quarter*, the period of restriction shall be extended one week.

(d) Any violation of restriction shall cause the offender to re-serve her period of restriction dating from the day of this violation.

(e) *The penalty of restriction shall be announced before the Student Government Association.*

(f) It shall be within the power of the Executive Council to request the removal of an obstinate offender from the jurisdiction of the Association.

(g) *For any flagrant violation of rules*, the Executive Council shall, with the approval of the President of the College, have the power to expel a student from the Association.

(h) *Penalties for Fire-Drill:*

(1) For absence from drill, one dollar fine.

(2) For noise during fire-drill, one call-down.

(3) For failure to close windows, or turn on light, open door, or get wet towel, one call-down.

(4) For tampering with, or ringing, fire button, recommendation of expulsion to the Faculty.

(7) (a) Quiet and order shall be maintained in the dormitories.

(b) Order and decorum shall be maintained in the Chapel and on the campus.

(c) Exercise shall be taken according to prescribed regulations.

(d) Attendance shall be required of each member of the Association at religious exercises in the Chapel, at Bible classes, and at required entertainments.

(8) Dormitory, meal and exercise regulations shall be suspended during holidays, but decorum and reasonable quiet shall be observed. During all holidays students, staying at the College, shall be under all other rules of the Student Government Association. Any cases which the Executive Board considers to have brought discredit on the College shall be severely dealt with.

(9) *Pay Day shall be the first Saturday in November.* If all dues are not paid by the third Saturday in November, they shall be doubled and for each additional week late, $1.00 shall be added to the original amount.

SCHEDULE OF QUIET HOURS

	8:10 A. M. 1:00 P. M.	2:00 P. M. 4:00 P. M.	4:00 P. M. 6:15 P. M.	7:30 P. M. 10:20 P. M.	10:20 P. M. 6:30 A. M.
Monday		Not Quiet	Not Quiet		
Tuesday			Not Quiet		
Wednesday			Not Quiet		
Thursday			Not Quiet		
Friday			Not Quiet		
Saturday		Not Quiet	Not Quiet	Not Quiet	
	10:00 A. M. 12:00 A. M.	3:00 P. M. 5:00 P. M.	5:00 P. M. 7:30 P. M.	7:30 P. M. 8:30 P. M.	8:30 P. M. 10:20 P. M.
Sunday			Not Quiet		Not Quiet

REGULATIONS

(a) *Provisions for maintenance of quiet and order in the dormitories:*

(1) Decorum and reasonable quiet shall be observed in the dormitories at all hours.

(2) There shall be absolute quiet in the dormitories during the specified "quiet hours."

(3) Musical instruments shall not be played during "quiet hours" or on Sundays from 9:00 A. M. to 12:00 Noon, or from 2:00 to 3:00 P. M. in the vicinity of the Chapel.

(4) No alcohol lamps or electrical attachments shall be used in the dormitories.

(5) Official "Study" signs are to be observed at all hours, but may not be left up when not in use. They may be used for Academic work, the *Spinster*, the *Magazine*, S. G. A., Dramatic and Y. W. C. A. work.

(6) Students shall be in their respective dormitories at 10:00 P. M.

(7) After 10:00 P. M. there shall be no loitering in the halls.

(8) At 10:30 P. M. students shall be in their respective rooms with door closed, and no lights shall be used, except in case of an emergency when a flash light is allowed.

(9) There shall be no noise in the dormitories before 7:45 A. M.

(10) A student may press in the Kellar kitchen from 7:30 P. M. to 10:00 P. M., provided she is not alone.

(11) Groups of not more than three students may study together in the classrooms of the Science Hall if an officer is in the building, and in the classrooms of East and West Buildings, from 7:30 to 10:30 P. M.

(12) All rooms shall be kept in order, and there shall be daily inspection of rooms by the Matron.

(13) Students may spend the night in the College dormitories on Saturday night and on Sunday night, on condition that there shall be no more than the regular number of occupants provided for in the room. On other nights a student, with the sanction of the House President of her district, may spend the night within her dormitory building, and must be in the hall where she is to spend the night by 10:20 P. M.

(14) A student spending the night out must sign her name and whereabouts in the House President's book according to specifications.

(15) All signing of Student Government records shall be done in person.

1. Table-mark books.
2. Off-campus book.
3. Spend-the-night book.
4. Music practice book.

(b) *Provisions for maintenance of order and decorum in the Chapel and on the Campus:*

(1) There shall be no disturbances during religious services, lectures and concerts.

(2) There shall be no boisterous talking on

the back campus during "quiet hours," or on the front campus at any time.

(3) Gymnasium or basket-ball suits shall not be worn on the front campus, unless entirely covered by a coat or skirt.

(4) Students wearing kimonos or bathrobes are not to go on the galleries of East building.

(5) White cotton "middies" and dark skirts are not to be worn to dinner or in the Chapel. An entire white or dark "middy" suit may be worn.

(6) Students shall not keep articles for any length of time on the outside sills of windows.

(c) *Provisions for Regulations of Exercise:*

(1) Each student shall take at least an hour of active exercise daily, as prescribed by the Department of Physical Education. Time spent in tea rooms shall not count as exercise.

(2) Exercise in the forms of walking, tennis, and other outdoor sports may be taken at any time during the day, under the following provisions:

(a) There shall be no noise or congregating in the quadrangle during class periods, or boisterous noise on any part of the College grounds.

(b) Reasonable quiet for study should be maintained in the dormitories from 4 to 6 P. M. This is not intended to prohibit the use of victrolas or orderly social gatherings, but there should be no noise on the corridors. (The principle should be recognized that if recreation may be taken during class periods, the dormitories must be

reasonably quiet for study during recreation period).

(c) Exercise may not be taken before 6:30 A. M.

(d) "Off-Campus" regulations:

(1) Upon leaving the campus a student must sign her name, and that of her chaperon, the time of leaving and her destination, in the Student Government Record located in the Main Building.

(2) Students may not take walks off the campus on Sunday morning.

(3) Seniors and Juniors may take, during any hour of the day, the following prescribed walks, unchaperoned. They must sign out on leaving and sign in upon return.

(1) To the barn and orchard.
(2) To the cemetery.
(3) The "Red Road" walk.
(Not fewer than three students, one of whom is a Senior or Junior, may take the "Red Road" walk.)
(4) To Mrs. Robinson's via the main road and the Green store.
(5) To the house on the hill behind Stutzman's.
(6) The lane by Dr. Trout's house, across the fields behind Enon.

(4) One Senior or Junior may chaperon an under-classman on the above prescribed walks.
(Notice the regulation concerning the "Red Road" walk.)

(5) No unchaperoned party may remain off the campus more than one (1) hour during the morning study hours.

(d) *Provisions for Regulation of Attendance at Religious Service and required entertainment.*

(1) All students shall attend religious services held in the Chapel and also Bible classes.

(2) All students shall attend all required entertainments.

(3) To be excused from required College exercises a student must gain permission from the Lady Principal, or from the resident trained nurse. She must report this permission to the House President of her district before the exercise takes place.

SPECIAL REGULATIONS

(1) Seniors, Juniors, Monitors, Proctors, Council Members and Cabinet Members shall be in their respective dormitories at 10:45 P. M., and in their respective rooms with doors closed at 11:00 P. M.

(2) Seniors and Juniors shall not be required to attend Student Entertainments except Fall and Spring Concerts and Commencement Exercises.

(3) Students in groups of two (2) or more may go to McLaughlin's store and to the Tea Room unchaperoned.

(4) Seniors and Juniors may take such walks as are prescribed.

(5) Seniors and Juniors may absent themselves from Sunday breakfast four times during a quarter.

(6) Seniors in groups of two (2) or more may go to Roanoke unchaperoned, for morning or afternoon.

(a) Other students may receive such permission at the discretion of the Lady Principal.

(7) Seniors shall have free access to the Senior Parlor.

POINT SYSTEM

(1) Offices held by students shall be valued by points.

(2) No student may, during the year, hold offices amounting to more than fifteen (15) points.

(3) Any entertainment, pageant, etc., requiring more than three (3) hours for preparation shall constitute a "stunt," and be subject to the point system.

Participation in a "stunt" shall constitute a minor part in a play.

Direction of stunt shall count as a major part.

Stage properties' chairman shall count a minor part.

(4) Points held in basket-ball, plays, etc., shall not be dropped at cessation of practice but shall hold throughout the year.

S. G. A. OFFICES

	Points
President of S. G. A.	15
Vice President of S. G. A. (including Council membership and Chairman of Committee on Revision of Constitution)	8
Secretary of S. G. A.	2
Treasurer of S. G. A.	10
House President	10
Members of Executive Council	4
Secretary of Council (including membership)	6
Fire Chief	8
Recorder of Point System	4
Assistant Recorder of Point System	2
Auditor of Treasurer's Books	2
Chairman of Nominating Committee	3
Members of Nominating Committee	2

Y. W. C. A. OFFICES

President of Y. W. C. A.	15
Vice President of Y. W. C. A.	4
Treasurer of Y. W. C. A.	8
Secretary of Y. W. C. A. (including cabinet)	6
Cabinet Members of Y. W. C. A., exclusive of committee work	2
Chairman of Y. W. C. A. Committees:	
(1) Social	4
(2) Religious meetings	3
(3) Publicity	3
(4) Social Service	3

(5) World Fellowship	3
(6) Finance	2
(7) Membership	2
Annual Member	10

PUBLICATIONS

Editor-in-Chief of the *Spinster*	10
Business Manager of the *Spinster*	10
Asst. Business Manager of the *Spinster*	5
Associate Editors	4
Art Editors	5
Editor-in-Chief of Hollins *Magazine*	10
Business Manager of Hollins *Magazine*	10
Asst. Bus. Mgr. of Hollins *Magazine*	5
Staff Members of *Magazine*	4

ATHLETICS

Chairman of Athletic Association	8
Asst. Chairman of Athletic Association	4
Secretary and Treasurer of Athletic Association	5
Members of Athletic Council	2
Basket-ball Captains	4
Cheer Leaders	3

CLASS OFFICERS

President of Senior Class	8
President of Junior Class	5
President of Sophomore Class	4
President of Freshman Class	4

Treasurer of Senior Class	4
Treasurer of Junior Class	2
Treasurer of Sophomore Class	2
Treasurer of Freshman Class	2

DRAMATICS

Major part in play	4
Minor part in play	2
Director of play or stunt	4

FIRE REGULATIONS

UNDER DIRECTION OF

STUDENT GOVERNMENT ASSOCIATION

HOLLINS COLLEGE
Hollins, Virginia

FIRE REGULATIONS

Section 1. There shall be a system of Fire Drills under the direction of the Student Government Association.

Sec. 2. **OFFICERS**

There shall be one Fire Chief, Captains and Lieutenants.

Sec. 3. **ELECTION OF OFFICERS**

(a) The Fire chief shall be chosen from the incoming Junior or Senior Class at the regular Student Government election.

(b) The Lieutenants and Captains shall be chosen by the Executive Council in consultation with the Fire Chief during the opening week of the College year.

(c) There shall be as many Captains and Lieutenants as are deemed necessary by the Executive Council and Fire Chief.

Sec. 4. The Fire Rules shall be printed and distributed to each officer in the Fire Department within two weeks after the opening of College in the fall.

DUTIES OF THE FIRE CHIEF

(1) To meet with the Executive Council the opening week of the College year to choose the Captains and Lieutenants.

(2) To be responsible to the Student Government Association, to whom she shall submit two formal reports during the year, one at the end of the first semester and one before the end of May.

(3) To read reports in roll call books once a month and to report all misdemeanors to the Student Government Association.

(4) To call all drills and instruct the Captains and Lieutenants and to stand in the middle of the front campus to receive reports at Fire Drills.

(5) To inform the President of the College of the time that she intends to have a Fire Drill.

DUTIES OF THE CAPTAINS

There shall be one Captain for each building. Her duties shall be:

(1) To see that the Fire Chief is notified at once in case of fire.

(2) To see that order is preserved during Fire Drills or in case of fire.

(3) To report to the Fire Chief the names of those missing in their divisions and the names of any additions to their numbers.

(4) To appoint one of her Lieutenants to represent her in her absence.

DUTIES OF THE FIRST LIEUTENANTS

There shall be First Lieutenants on each floor, the number to be decided by the Fire Chief. Their duties shall be:

(1) To receive orders from the Captains as to which exit to take.

(2) To lead the lines out of the buildings.

(3) To see that absolute quiet is observed during Fire Drills.

(4) To report to the Captain the names of those missing in their divisions.

DUTIES OF SECOND LIEUTENANTS

There shall be Second Lieutenants on each floor, the number to be decided by the Fire Chief. Their duties shall be:

(1) To see that each room is vacant, windows and transoms closed and doors open.

(2) To follow line out as quickly as possible and report to Captain any failure of conformity to rules.

FIRE DRILL

(1) Fire Drills shall be held at least every week the first four weeks of college, and at least once a month thereafter. (There shall be one Drill after 12:00 P. M. each semester.)

(2) Whenever a Drill is omitted, an explanation of the omission should be made to the President of the Student Government Association.

(3) The Chief may inform the Captains of proposed Drills and designate stairways to be used.

(4) The Captain shall give the alarm by ringing the gong.

(5) On the summons of the gong, each person shall provide herself with a towel. She shall close her windows and leave her door open.

(6) The roll is to be called by the First Lieutenants according to a plan submitted to them by the Fire Chief.

(a) It is to be called after the division has marched to its designated place.

(7) There should be an exact division line on each corridor to designate which stairways the different groups shall use. In case of a real fire if the stairway is not available because of smoke or fire, the Captain shall designate which exit to use.

(8) To avoid confusion and to make it possible to hear the orders of the officers there must be neither running nor talking. Failure to obey this rule shall be reported to the Fire Chief at once and by her to the President of the Student Government Association.

(9) Every one in a building during a Fire Drill should go down the stairs designated as the exit for that particular portion of the building, and should report her name to the Lieutenant of that corridor.

(10) The names of those missing from, or added to, a roll call shall be given to the Fire Chief as soon as possible.

Any one who has missed roll call must report immediately *in person* to the Fire Chief.

REGULATIONS FOR ABSENCE FROM CLASS

(1) Absences allowed for semester:

5 from each 3 hour subject.
3 from each 2 hour subject.
2 from each 1 hour subject.

Absences from a 4 hour subject:

3 from class hour.
3 from laboratory, but all laboratory work must be made up at the convenience of the instructor and the student.

Music and Gymnasium:

No absences, except for illness and absence from the place.

Art:

One (1) day counts as one (1) absence.

(2) No two (2) absences may be taken in succession, except in cases of illness or for such reasons as the Faculty Committee may approve.

(3) No absences (nor half-absences) may be taken on the two (2) days before or after Thanksgiving, Christmas, Easter, nor from an announced test, nor at the beginning and end of the second semester.

Any student may leave the College after meeting her last academic appointment before a vacation. She must, however, return and register before 8:00 o'clock of the day set for the

opening of College after a vacation. The penalty for late registration is $1.00, with any restriction of privileges which this administration sees fit to impose.

(a) Overabsence, for any reason whatever, must be absolved by an examination (one or two hours) on the semester's work preliminary to the semester examination. A written petition requesting such a preliminary examination and stating the date and reason for each absence must be sent to the Faculty Committee ten (10) days before the semester examination. If the reasons for the absences are adequate, the fee for such an examination is $2.00. If the reasons are inadequate, the fee is $5.00 for the first and $2.00 for each additional examination. Inadequately excused overabsence also involves, for each overabsence, a zero, which may not be absolved, and which lowers the quarter-mark five points.

(b) Overabsence in courses which do not admit of examination (Art, Gymnasium and Music), must be made up hour for hour, in addition to the fee and zero, provided for under (a).

(c) Absence incurred in any of the ways stated under (2) and (3), for adequate reasons, will be absolved by a written lesson on all the subjects missed, with a fee of $2.00 for each subject. These written lessons should be arranged for with the instructor immediately upon the return of the student to her work.

(d) Absences incurred in any of the ways stated under (2) and (3), for inadequate reasons, will, in addition to the regulations imposed under (b), involve, for each such absence, a zero, which may not be absolved, and which lowers the quarter-mark five points.

(e) All reports of illness should be accompanied by the doctor's certificate.

(f) The receipt for the payment of fees according to (a), (b) and (c), must be presented to the instructor before the examination.

(g) A student who absents herself more than twenty-five (25) per cent. of the semester, must repeat the semester's work, unless her professors recommend to the Faculty Committee an acceptable plan by which the lost time may be made up.

(h) A student, who has not prepared her lesson, may report to the professor at the beginning of the hour, and have her non-preparation count as half an absence (of which not more than four, however, may be taken in any semester) or she may make no report and take whatever mark her recitation warrants.

HOLLINS COLLEGE

FRATERNITY RUSHING RULES,

1919—1920.

I

There shall be no rushing parties given by a fraternity or by any fraternity member or members. There shall be no money spent on a rushee by a fraternity or by any fraternity member or members.

II

No fraternity may take a rushee to Randolph-Macon, or invite Randolph-Macon students to Hollins during rushing season for the purpose of rushing.

III

The following dates may not be had with a rushee:

(1). Triangle dates.
(2) After breakfast dates.
(3) Sunday afternoon dates.
(4) Spend the night dates.

IV

There shall be no rushing during study hours. A fraternity girl may not enter a rushee's

room, except strictly on business, between the hours 8 A. M. to 4 P. M., and 7:30 P. M. to 10:30 P. M.

V

Dancing dates must be made in the "Kellar" on the night upon which they are to be kept. There must be no standing dancing dates with a rushee. After a Cotillion date has been definitely decided upon, a rushee may be bid to attend.

VI

No girl may be initiated into a fraternity who is not carrying at least twelve hours of college work. Only three Irregular classmen are allowed in one fraternity.

VII

No girl may be pledged to a fraternity who does not make a minimum average of eighty.

HOLLINS
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